

Section III. Establishing a **COMSEC Account/Subaccount**

12. Requirements for a Classified **COMSEC** Account. In order to establish a **COMSEC** Account at a contractor facility, the following procedures will be adhered to:

a. Nominate individuals to fill the positions of **COMSEC** Custodian, and Alternate **COMSEC** Custodian, each of whom shall be a U.S. citizen possessing the required security clearance based on a background investigation (BI) current within five years. The number of **Alternate COMSEC** Custodians will be kept to an absolute minimum. No more than two Alternate **COMSEC** Custodians will be nominated per **COMSEC** account unless operational requirements necessitate otherwise. The nomination of more than two Alternates will be justified in the letter of request for appointment. The individuals nominated will meet **the** criteria specified in paragraph 16, below.

b. Furnish in writing to the CSO, with a copy to the COR, the name of the Facility Security Officer and the names of the individuals nominated as **COMSEC** Custodian and Alternate **COMSEC** Custodian. Their dates and **levels** of security clearance, their Social Security Numbers and their dates and places of birth **shall** also be indicated. In addition, the letter must identify the contracts to be supported by the account and copies of the appropriate **DD** Forms 254 "Contract Security Classification Specification" must be attached to the letter, as **well** as the copy furnished to the COR. Arrangements **will** be made with the CSO to brief the Facility Security Officer, **COMSEC** Custodian, and Alternate **COMSEC** Custodian. The letter must include the following information:

(1) Purpose of the account (i.e., Contract, MOU, MOA number) and general description of effort (i.e., production (list short titles); study (provide brief description); R&D (list short titles or part numbers, if known); support secure/protected communications (list equipment by short title, if known); other (identify).

(2) Location where the **COMSEC** material will be used.

(3) Verification that actual users of the material are appropriately cleared and are U.S. citizens.

(4) A list of **COMSEC** material to be held by the account.

c. Safeguarding capabilities for the level of classified **COMSEC** material to be issued to the account must be established. The CSO **will** assist the contractor in the establishment of safeguarding capability and advise the COR when this is accomplished.

d. The COR will confirm to the contractor, with a copy furnished to the CSO, the establishment of the account, assignment of an account number, appointment of the **COMSEC** Custodian and Alternate **COMSEC** Custodian(s) and acknowledge for the record the name of the Facility Security Officer. The account number assigned **will** thereafter be referred to in all correspondence or transactions relating to the **COMSEC** account.

e. A minimum of 90 to 120 days should be allowed to establish an account **or** to confirm an appointment.

f. DCS Services. DCS services for material qualified for such courier service may be obtained under two different situations. The following paragraphs provide the proper procedures under each condition.

(1) Contractual Requirement.

a. When a Government activity is negotiating a contract, the Contracting Officer (CO) must take into consideration the possible need for DCS services by the contractor. When it has been determined that DCS services will be required and the company to which the contract will be awarded has been selected, the Government CO will submit a letter, Subject: Request for DCS Services, to:

Commander
Defense Courier Service
ATTN : Operations Division
Fort George G. Meade, MD 20755-5370

The letter will contain the following information: the name and location of the contractor requiring the DCS service; name, address, and telephone number of the contractor's Government contracting official; contract number and expiration date of the contract; identification of the type of material to be **received** and dispatched; the size and weight of the material; the quantity of material involved; production schedules; frequency of shipment; and any special considerations.

b. Upon receipt of the aforementioned letter, HQ DCS will review the request and submit to the Government CO, a letter of approval or disapproval of the requested services. Where the request is approved, the response will indicate the condition of approval, e.g. , the servicing DCS Station; whether the service **will** be door-to-door or at a designated point, etc.

c. The Government CO will then issue a **copy** of the letter of approval to the contractor with instructions to contact the assigned DCS Servicing Station to obtain the procedures for establishing a DCS account.

d. Upon completion by the contractor of all the requirements, including the proper preparation of the required DCS Forms 10, the DCS Servicing Station will then establish the contractor's DCS account.

(2) Non-contractual Requirement. In those cases where a contractor has purchased **COMSEC** equipment as plant equipment and will require DCS services for the movement of the associated key and other qualified material (i.e., maintenance/operating manuals, etc.), the contractor will need to solicit the assistance of one of its Government COS to initiate the letter for DCS services on his/her behalf. The contractor must provide the consenting Government CO with the appropriate information for inclusion in the letter requesting the **DCS** services (refer to paragraph 12f(1) (a) above). The Government CO **will** then **follow** the same procedures as outlined in paragraph 12f(1) above.

13. Requirements for an Unclassified COMSEC Account. An unclassified COMSEC account may be established to support sensitive but unclassified national security programs. The procedures for establishing an unclassified COMSEC account are as follows:

a. Nominate individuals to be the COMSEC Custodian and Alternate COMSEC Custodian. These individuals need not possess a clearance, but must be U.S. citizens and should be designated based on **their** trustworthiness following the selection criteria specified in paragraph 16 below.

b. Furnish in writing to the appropriate COR, the names and SSNS of the individuals nominated as COMSEC Custodian and Alternate COMSEC Custodian. The letter will also contain the facility's name, complete address and where the account will be located. The written notice must state whether access is required to unclassified operational keying material or the installation, maintenance, and operation of CCI equipment. A statement will also be included in the letter that minimum physical security standards prescribed in this Supplement for safeguarding the unclassified keying material can be met. The COR will make arrangements for the nominated individuals to receive a COMSEC briefing, and will confirm to the contractor, the establishment of the account, assignment of an account number, and appointment of the COMSEC Custodian and Alternate COMSEC Custodian. The account number assigned will thereafter be referred to in all correspondence or transactions relating to the COMSEC account.

14. Requirements for COMSEC Subaccounts. COMSEC subaccounts may be established at those contractor facilities which are divisions or subsidiaries of the primary COMSEC account. The **subaccount** procedure is only applicable to those facilities which require the use of CCI equipment and its associated key. Facilities requiring the use of classified COMSEC equipment must request the establishment of a primary account.

a. Use of Hand Receipts. The use of hand receipts is encouraged within limits to reduce the burden of accounting. However, the objective is security and, therefore, prudence and good judgment must be employed. In general, corporate facility users located in buildings external to that of the COMSEC account may be supported by the COMSEC Custodian through the use of hand receipts. However, the Custodian must exercise proper judgment when deciding if the users can be best supported through the establishment of a COMSEC **subaccount**. Some factors to be considered when deciding on the best method of support are the geographical location of the user, the quantity of equipment and associated material required, and the number of such users within any one building.

b. Classified COMSEC Subaccount. When it is determined that a classified COMSEC **subaccount** is required, the following procedures will be followed:

(1) The contractor establishing the COMSEC **subaccount** will furnish in writing to the primary COMSEC account, the name of the FSO and the names of the individuals nominated as **subaccount** COMSEC Custodian and Alternate(s). Their level of security clearance, the dates on which the clearances were granted, their SSNS, and dates and places of birth will also be provided. As with primary accounts, these individuals must have their clearances based on a BI current within 5 years and must be selected

following the criteria specified in paragraph 16, below. The letter will also specify the facility's CAGE code, the classified mailing and courier addresses, and the address of the DIS Cognizant Security Office (CSO) supporting that facility. The letter will also indicate whether the installation, maintenance, and operation of CCI equipment and access to classified operational keying material will necessary. NOTE : A **subaccount** may not hold material to which the prime account Custodian cannot have access. Where the FSO and/or the individuals nominated as **COMSEC Subaccount** Custodian and Alternate(s) require an update to bring their BIs current within five years, the primary **COMSEC** account will initiate such a request to the DIS CSO. The primary **COMSEC** account **shall** also make arrangements for the responsible Government Agency or Department to provide a **COMSEC** Briefing to the **COMSEC Subaccount's** FSO, Custodian and Alternate(s).

(2) The primary **COMSEC** account will confirm to the **Subaccount**, with a copy furnished to the **DIS** CSO, the establishment of the **COMSEC** subaccount, the assignment of an account number, and selection of the **subaccount** FSO and the appointment of the Custodian and Alternate(s). The **COMSEC subaccount** number assigned **will** thereafter be referred to in **all** correspondence and transactions relating to the **subaccount**. **Subaccount** numbers will be derived from the primary **COMSEC** account number, followed by a dash and numerical designator (e.g., if the primary **COMSEC** account number is 870415, the first **subaccount** number will be 870415-1; the second 870415-2, etc.).

c. When establishing an unclassified **COMSEC subaccount**, the contractor shall provide the primary **COMSEC** account with the same information as that described in paragraph 13b, above. The individuals nominated to fill the positions of **subaccount COMSEC** Custodian and Alternate **COMSEC** Custodian(s) need not possess a clearance, but should be designated based on their trustworthiness following the selection criteria specified for primary account personnel. The FSO of the primary account or his designated representative shall arrange to provide the **subaccount** **COMSEC** Custodian and Alternate with a **COMSEC** Briefing. The primary account will confirm in writing to the **subaccount** applicant, the establishment of the **subaccount**, the assignment of the **subaccount** number, and appointment of the **subaccount** **COMSEC** Custodian and Alternate. The **COMSEC subaccount** number assigned will thereafter be referred to in correspondence and transactions relating to the **subaccount**. Unclassified **subaccount** numbers will be derived in the same manner as that specified in paragraph 14b(2), above.

d. Duties of the FSO (if any), **COMSEC** Custodian and Alternate **COMSEC** Custodian of **COMSEC Subaccounts**: Where pertinent, the duties outlined in paragraph 18, below, are applicable to **subaccount** personnel as **well**.

15. Conversion from a **COMSEC Subaccount** to a Primary **COMSEC** Account. The primary **COMSEC** account may submit a request for the conversion of its **subaccount** to a primary account **only** when the primary **COMSEC** account can no longer provide the required support on a regular basis.

a. Conversion of a Classified **COMSEC Subaccount**:

(1) The primary account will submit a letter of justification requesting the conversion of a **subaccount** to a primary account to the DIS

CSO, with a copy furnished to the COR, and the **COMSEC subaccount**. The letter will nominate the individuals presently performing the **COMSEC subaccount** custodial duties to fill the positions of the **COMSEC** Custodian, Alternate **COMSEC** Custodian(s), and identify the present **COMSEC subaccount** FSO. In addition, the **letter** will provide all the information required of a contractor when initially requesting the establishment of a primary COMSEC account (refer to paragraph 12, above).

(2) If the conversion is approved, the COR will confirm to the contractor, with a copy furnished to the CSO and the contractors former primary account, the establishment of the primary COMSEC account, assignment of an account number, appointment of the **COMSEC** Custodian, Alternate **COMSEC** Custodian(s) and acknowledge for the record the name of the FSO. The account number assigned will thereafter be referred to in all correspondence and transactions relating to the COMSEC account.

b. Conversion of an Unclassified COMSEC **Subaccount**:

(1) The primary account must submit a letter of justification requesting the conversion of its **subaccount** to a primary account to the COR, with a copy furnished to **the COMSEC subaccount**. The letter will nominate the individuals presently performing as COMSEC Custodian and Alternate COMSEC Custodian(s). In addition, the **letter** will provide all the information required of a contractor when initially requesting the establishment of an unclassified primary COMSEC account (refer to paragraph 13, above).

(2) If the conversion is approved, the COR **will** confirm to the contractor, with a copy furnished to its former primary account, the establishment of the primary **COMSEC** account, assignment of an account number, and appointment of the COMSEC Custodian and Alternate **COMSEC** Custodians(s). The account number assigned will thereafter be referred to in all correspondence and transactions relating to the **COMSEC** account.

c. Transfer of **COMSEC** Material to the newly Established Primary COMSEC Account. Upon approval of the conversion and establishment of the new primary COMSEC account, the contractor's former primary **COMSEC** Account Custodian will prepare a "**paperwork**" transfer of all COMSEC material charged to his account but actually held by his former **subaccount**. An original and one copy of the SF-153 **will** be provided to the new primary **COMSEC** account with an advance copy to the COR. Upon receipt of the SF-153, the "receiving" custodian will sign the transfer report, assign it an incoming transaction number (using his new account number sequence), and provide a copy to his former primary **COMSEC** "account and to the COR, retaining one for his files. All accounting files relating to the former **subaccount** must be retained **by** both custodians for a period of three years.

16. Selection of COMSEC Custodian and Alternate Custodian. Because of the sensitivity of COMSEC material and the rigid controls required, the COMSEC Custodian and Alternate Custodian must possess exemplary qualities of loyalty, reliability and honesty. This criteria must be followed when selecting COMSEC **subaccount** personnel as **well**. Each contractor is, therefore, obligated to carefully screen personnel to ensure that the individuals selected:

- a. Are responsible individuals qualified to assume the duties and responsibilities of a **COMSEC** Custodian.
- b. Are in a position or level of authority which will permit them to exercise proper jurisdiction in fulfilling their responsibilities and, in cleared facilities, be accountable to the Facility Security Officer regarding their **COMSEC** duties.
- c. Have not been previously relieved of **COMSEC** Custodian duties for reasons of negligence or non-performance of duties.
- d. Are in a position which will permit maximum tenure as a **COMSEC** Custodian in order to reduce the possibility of frequent replacement.
- e. Will not be assigned duties which will interfere with their duties as **COMSEC** Custodian and Alternate Custodian.
- f. Are actually performing the custodial functions on a day-to-day basis. The **COMSEC** Custodian position will not be assumed solely for the purpose of maintaining administrative or management control of the account functions.

17. Indoctrination and Guidance for **COMSEC** Custodians. Upon appointment of each new Custodian and Alternate, the sponsoring organization must ensure that adequate training is provided. Formal training courses are, however, required for custodial appointees of **NSA-contractor COMSEC** accounts. Requests for training will be directed to the following address:

Director
National Security Agency
Operation, Building No. 3
ATTN : Y13
Fort George G. Meade, MD 20755-6000

Indoctrination and guidance for **COMSEC subaccount** custodial appointees will be the responsibility of the primary **COMSEC** account.

18. Duties of the **COMSEC** Custodian, Alternate **COMSEC** Custodian and Facility Security Officer.

a. The **COMSEC** Custodian. The **COMSEC** Custodian will be responsible for the receipt, custody, issue, safeguarding, accounting and, when necessary, destruction of **COMSEC** material. The **COMSEC** Custodian is further responsible for the maintenance of up-to-date records and the submission of all required accounting reports. The **COMSEC** Custodian will be thoroughly familiar with the procedures for handling **COMSEC** material outlined in this Supplement. In fulfilling his/her responsibilities, the **COMSEC** Custodian will perform the following duties:

(1) Protect **COMSEC** material charged to the account and limit access to such material to individuals who have a valid need-to-know and, if the material is classified, are properly cleared. Prior to having access to **COMSEC** material charged to the account, contractor personnel must be given the **COMSEC** briefing in accordance with requirements of the Section II.

(2) Keep informed of any proposals or any new contracts to be serviced by the COMSEC account and modifications to any existing contracts in matters pertaining to accountable **COMSEC** material.

(3) **Where** applicable, retain a copy of the DD Form 254, "Contract Security Classification Specification" as part of the custodial records and ensure compliance with the specification.

(4) Receive, receipt for, and ensure the safeguarding and accounting for all **COMSEC** material issued to the **COMSEC** account, or produced within the facility.

(5) Maintain **COMSEC** accounting and related records as outlined in Section VI.

(6) Conduct an inventory semiannually, and upon appointment of a new COMSEC Custodian, **by** physically sighting **all COMSEC** material charged to the account, and reconcile this inventory with the COR.

(7) Perform a reconciliation of in-process accounting records, when applicable, upon appointment of a new **COMSEC** Custodian; and when directed **by** the COR, Contracting Officer, or Facility Security Officer.

(8) Perform routine destruction of COMSEC material when required, or effect other disposition of material as directed by the COR or Contracting Officer.

(9) Submit transfer, inventory, destruction, and possession reports when required.

(10) Ensure the prompt, accurate entry of all amendments to COMSEC publications held by the account.

(11) Ensure that required page checks are accomplished on all keying material (as specified in paragraph 51) and on all publications when they are received, returned from hand receipt, transferred, destroyed, when a change of Custodian occurs, and when posting amendments which include replacement pages to ensure completeness of each publication. **At** an activity where the size of the COMSEC account is **so large as to** prevent the COMSEC Custodian from personally checking security packages and markings, performing required page checks and posting amendments, such actions may be performed by other individuals cleared and authorized, provided these individuals are properly instructed **by** the COMSEC Custodian.

(12) Be aware at all times of the location of every item of accountable COMSEC material held by the account and the general purpose for which it is being used..

(13) Establish procedures to ensure strict control of each item of keying material **whenever** the material is turned over from one shift to another or from one individual to another.

(14) Ensure that appropriate **COMSEC** material is readily available to authorized individuals whose duties require its use. If the material is classified, verify that the individuals are cleared to the level of the material. Issue material to users by means of a hand receipt as provided for in Section II and advise recipients of their responsibility for safeguarding the material until it is returned to the Custodian.

(15) Ensure that all **COMSEC** material shipped outside the contractor facility is packaged and shipped in compliance with the provisions of Section VI.

(16) When applicable, make the necessary shipping arrangements with the Defense Courier Service (DCS).

(17) Report immediately to the Facility Security Officer any known or suspected incidents of a **COMSEC** insecurity. This report will be submitted in accordance with the procedures outlined in Section XVI.

(18) Prepare for the safeguarding of **COMSEC** material during emergency situations in accordance with the provisions of Section XV.

(19) Ensure that the COR is provided up-to-date copies of **all** DD Forms 254 on contracts which involve **COMSEC** account material.

(20) Verify the identification, clearance, and need-to-know of any individual requesting access to the records **and/or** material associated with the **COMSEC** account.

b. The Alternate **COMSEC** Custodian. The purpose of an Alternate **COMSEC** Custodian is to assist the **COMSEC** Custodian and provide continuity of operations in **his/her** absence. The Alternate **COMSEC** Custodian is responsible for:

(1) Keeping aware of the day-to-day activity of the **COMSEC** account in order that **he/she** may assume the duties of the **COMSEC** Custodian, whenever necessary, without undue interruption of operations.

(2) Performing those duties outlined in paragraph 18a, above, during the temporary absence of the **COMSEC** Custodian.

(3) Ensuring that semiannual inventories are only signed by the Alternate **COMSEC** Custodian in the absence of the **COMSEC** Custodian.

(4) In the event of the sudden permanent departure or unauthorized absence of the **COMSEC** Custodian, performing those duties listed in paragraph 18a, above, until the appointment of a new **COMSEC** Custodian.

c. Facility Security Officer. The Facility Security Officer is responsible for:

(1) Preparing a supplement to the facility SPP to cover **COMSEC** procedures and ensuring implementation of procedures prescribed for safeguarding and control of **COMSEC** material and information, including in-process accounting procedures.

(2) Providing, as a minimum, staff supervision and guidance to the COMSEC Custodian and Alternate **COMSEC** Custodian.

(3) Being aware of new contracts which may require the application of in-process **COMSEC** accounting procedures to material being produced and ensuring that the **COMSEC** Custodian is provided copies of all **DD** Forms 254 related to **COMSEC** contracts.

(4) Maintaining a record of safe combinations, limiting access to those individuals who are appropriately cleared and have the need-to-know, and ensuring that the combination changes are accomplished as prescribed in this Supplement.

(5) Establishing procedures to limit access to operational keying material to persons who are appropriately cleared and have the need-to-know.

(6) Notifying the CSO and the COR of any change in the **COMSEC** Custodian, Alternate, or Facility Security Officer.

(7) Making the COR, Contracting Officer, CSO and all known suppliers of accountable **COMSEC** material aware of any abnormal situation at the contractor facility (e.g. , strikes, riots, facility shutdown, etc.) which may adversely affect the normal procedures for receiving, storing, shipping or other aspects of the security of **COMSEC** material.

(8) Reporting immediately to the COR and the CSO any incident that may have subjected to compromise any **COMSEC** material furnished by the government; or generated or acquired by the contractor.

(9) Where applicable, ensuring that in-process accounting procedures are prepared and are being followed.

(10) Where applicable, forwarding copies of the annual clearance certifications received from the COR to the **COMSEC subaccount(s) FSO(s)**.

19. Temporary Absence of the **COMSEC** Custodian. When the **COMSEC** Custodian is to be absent for a period not to exceed 60 days, the Alternate **COMSEC** Custodian will assume the responsibilities and duties of the **COMSEC** Custodian. An absence in **excess** of 60 days will be treated as a permanent absence, and a new **COMSEC** Custodian must be nominated.

20. Return of the **COMSEC** Custodian from Temporary Absence. Upon return of a **COMSEC** Custodian from a temporary absence, he or she will be informed of all changes made to the **COMSEC** account during his or her absence. If **COMSEC** material was receipted for on a transfer report by the Alternate **COMSEC** Custodian during the absence, the **COMSEC** Custodian will inventory the **COMSEC** material and will sign and date the front side of the **COMSEC** account's **copy** of the report, accompanied by the remark "received from Alternate **COMSEC** Custodian" thus relieving the Alternate **COMSEC** Custodian of accountability for the material.

21. Change of **COMSEC** Custodian. When it becomes necessary to terminate the **COMSEC** Custodian's appointment, the contractor must select, nominate, and forward for confirmation to the Cognizant Security Office (with a copy furnished to the **COR**), the name of the new **COMSEC** Custodian as specified by the procedures in paragraph 12 of this Supplement.

a. Upon receipt of the confirmation letter from the COR, the newly appointed **COMSEC** Custodian and predecessor will:

(1) Conduct a physical (sight) inventory of all **COMSEC** material held by the **COMSEC** account and perform a reconciliation of in-process accounting records, if applicable. (The change of **COMSEC** Custodian will be effective the date the inventory is signed).

(2) Prepare an SF-153 listing all **COMSEC** material to be transferred. If classified operational key is included in the transfer, the SF-153 will be stamped "CONFIDENTIAL." Identify the report as a "change of **COMSEC** Custodian" and check both "received" and "inventoried" in block 14. The report will be addressed from the contractor (block 2) to the COR (block 3). The new **COMSEC** Custodian **will** sign block 15 and the departing Custodian will sign as the witness in block 17. The signed original copy **will** be forwarded to the COR and a signed duplicate copy will be retained in the **COMSEC** account's file. In the case of an account holding over 50 line items, a **COMSEC** Custodian may request a preprinted inventory from the COR, and this request should be included in the letter of nomination.

b. Under normal circumstances, the new **COMSEC** Custodian will have received his or her letter of confirmation before **action** is initiated to transfer the **COMSEC** account. However, if the confirmation is delayed and the departure of his or her predecessor is imminent, the transfer will be accomplished prior to the receipt of the confirmation letter.

c. After receipting for **COMSEC** material charged to the **COMSEC** account, the new **COMSEC** Custodian **will** assume full responsibility for administering the account.

d. The former **COMSEC** Custodian will be relieved of responsibility for only that **COMSEC** material included in the transfer/inventory report. He or she is not relieved of responsibility for **COMSEC** material which is involved in any unresolved discrepancy **until** a clear **COMSEC** Inventory Reconciliation Report has been received from the COR.

e. A change in **COMSEC** Custodian should normally be scheduled at least 40 days in advance of the departure of the **COMSEC** Custodian to allow for the receipt of a clear **COMSEC** Inventory Reconciliation Report before the former **COMSEC** Custodian departs. However, the former **COMSEC** Custodian may depart prior to the return of the **COMSEC** Inventory Reconciliation Report provided no discrepancies or irregularities were evident at the time the inventory and transfer were made. Responsibility for resolving discrepancies discovered after a **COMSEC** Custodian has departed rests with the contractor.

22. Change of Alternate **COMSEC** Custodian. When a change in Alternate **COMSEC** Custodian is necessary, the contractor will select, nominate, and forward for confirmation to the CSO (with a copy furnished to the COR), the name of the new Alternate as specified by the procedures in paragraph 12. A Change of Alternate **COMSEC** Custodian should be made prior to the departure of the present Alternate **COMSEC** Custodian, if possible.

23. Change of Facility Security Officer. When it is necessary to make a change in the Facility Security Officer, notification will be sent to the CSO, with a copy provided to the COR. The same information specified in paragraph 12, above, is required.

24. Sudden, Indefinite, or Permanent Departure of the COMSEC Custodian.

a. Under emergency circumstances such as the sudden, indefinite, or permanent departure of the COMSEC Custodian, the contractor will nominate a new COMSEC Custodian (preferably the Alternate COMSEC Custodian) in compliance with the provisions of paragraph 12. The new COMSEC Custodian and an appropriately cleared witness will immediately conduct a complete physical inventory of all COMSEC material held by the COMSEC account and perform a reconciliation of in-process accounting records, if applicable. In the case of unauthorized absence of the COMSEC Custodian, the contractor will immediately report the circumstances to the COR and if the COMSEC account is classified, the CSO.

b. Upon the completion of the inventory, an SF-153 will be prepared and identified as a "possession report." The possession report will be annotated with the remark "Sudden, indefinite, or permanent departure of the COMSEC Custodian" or "Unauthorized absence of the COMSEC Custodian," as appropriate. The new COMSEC Custodian will sign block 15 and the witness will sign block 17. The signed original copy of the report will be forwarded to the COR and a signed duplicate copy will be retained in the COMSEC account's file.

25. Sudden, Indefinite, or Permanent Departure of the Alternate COMSEC Custodian or Facility Security Officer. The COR and CSO should be notified as soon as possible in the event that an Alternate COMSEC Custodian or Facility Security Officer must be replaced due to a sudden, indefinite, or permanent departure. The unauthorized absence of either must be immediately reported to the COR and the CSO.

26. Requirements for Closing a Primary COMSEC Account. The COMSEC account will be closed when **all** COMSEC material has been **properly** disposed of, no discrepancies exist, and the COR has determined that the COMSEC account is no longer required. Upon determination that a COMSEC account should be closed, the contractor must submit to the CSO, with a copy furnished to the COR, a formal written request for the disestablishment of the COMSEC account. If the COMSEC account was unclassified, the contractor will submit this information directly to the COR. The COR will notify the contractor in writing that the COMSEC account has been closed and the appointments of the COMSEC Custodian and Alternate(s) have been terminated. For classified COMSEC accounts, the COR will provide a copy of the letter closing the COMSEC account to the CSO. COMSEC accounting records and files will be disposed of in accordance with paragraph 45.

27. Requirements for Closing COMSEC Subaccounts. If a primary account determines there is no longer a requirement for a COMSEC subaccount and all COMSEC material has been properly disposed of and no discrepancies exist, the primary COMSEC account will notify the subaccount in writing that the COMSEC Custodian and Alternate(s) are relieved of their duties. The primary COMSEC account will provide the DIS CSO (if the account contained classified material) a copy of the letter closing the subaccount.